

MASTER GARDENER FOUNDATION OF YAKIMA COUNTY
Annual Internal Financial Review
For the Year Ended December 31, 2025

Purpose:

The annual internal financial review is undertaken to assess the completeness and accuracy of the accounting records and to provide additional assurance that the accounting policies and procedures of the Master Gardener Foundation of Yakima County (the Foundation) are sound and protect the public interest in the Foundation as a not-for-profit organization.

Foundation Members Involved in Review:

Rick Russell – Foundation Member and Board President
John Strong – Foundation Member
Kris Vestad – Foundation Member

Scope of Review

The internal financial review included inspection and review of accounting records for the period: January 1, 2025 through December 31, 2025. The review procedures were substantially performed on May 29, 2026.

Procedures:

The following procedures were performed as part of the review:

1. Reviewed monthly bank statements and monthly bank account reconciliations of operating checking account to verify that reconciliations were performed monthly and were done in a timely manner.
2. Payments and Transfers-Out in Operating Checking Account
 - a. Reviewed supporting documentation for all requests for payment and verified that all requests were properly authorized by a appropriate person (team leader, Program Coordinator, or Board of Directors)
 - b. Reviewed bank statements noting payment and transfer-out activity and cross-referenced payments to payment requests.
3. Deposits and Transfers-In in Operating Checking Account
 - a. Reviewed supporting documentation for all deposits into the operating checking account.
 - b. Reviewed bank statements noting deposits and transfer-in activity and cross-referenced deposits to deposit supporting information.
4. Activity in Savings, Money Market and Investment Accounts
 - a. Reviewed bank account statements noting transfer activity in accounts and cross-referenced activity to transfers noted in other accounts.
 - b. Reviewed interest and dividend income activity in statements and verified earnings were posted and shown correctly in the accounting system.

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- c. Verified that the balance on the Vanguard and Edward Jones Investment Accounts is carried at fair market value (FMV) and that realized and unrealized gain/loss activity is reflected on the Foundation's accounting system.
- d. Reviewed statements and account reconciliations to verify that reconciliations were performed regularly and were done in a timely manner.

Summary of Findings:


1. Account reconciliations for the operating checking account were completed monthly and in a timely manner.
2. Payment activity in the operating checking account is properly supported with appropriate documentation. There were two instances where approval was missing on the expense reimbursement request.
3. Deposit activity in the operating checking accounting is properly supported with appropriate documentation.
4. Account activity in savings, money market and investment accounts is properly reflected in the accounting records of the Foundation and account reconciliations for these accounts were completed in a timely manner.


Conclusion:

Based on the procedures performed as part of the internal financial review we believe the accounting records of the Master Gardener Foundation of Yakima County accurately reflect the financial activities of the Foundation for the period January 1, 2025 through December 31, 2025.

Respectfully Submitted:


Rick Russell


John Strong


Kris Vestad